

CITY OF HURST

COUNTY OF TARRANT

STATE OF TEXAS

On the 29th day of November, 2018 at 6:00 p.m., the Parks and Recreation Board of the City of Hurst, Texas, convened in its Regular Meeting at the Hurst Public Library, 901 Precinct Line Road, Hurst, Texas, with the following member's present to-wit:

Ralph Hurd)	Members
Pat King)	
Rod Robertson)	
Karen Spencer)	
Gary Waldron)	
Bob Walker)	
Will Blackburn)	Alternates
Jessica Martin)	
Allan Heindel)	Deputy City Manager
Kyle Gordon)	Managing Director of Community Services
Chris Watson)	Recreation Director
Eric Starnes)	Director of Facilities & Project Management
Kristie Weaver)	Parks Director
Amy Sisler Oden)	Recreation Manager
Jordan Taylor)	Recreation Manager
Brian Norton)	Operations Manager
Paige Lutz)	Recreation Administrative Assistant

With the following member absent, Alan Neace, constituting a quorum, at which time the following business was transacted:

- I. **Call to Order:** Bob Walker called the meeting to order at 6:00 p.m.
- II. **Roll Call of Members:** Paige Lutz conducted the Roll Call of Members.
- III. **Approval of Minutes:** Ralph Hurd made a motion to approve the minutes of the October 18, 2018 regular meeting; Gary Waldron seconded the motion.

AYES: Hurd, King, Robertson, Martin, Spencer, Waldron, Walker

NOES: None

IV. **Staff Report:**

A. **Director's Report:**

1. **October Participation Report:** Chris Watson, Recreation Director, presented the following statistics for the October Participation Report:

October

Recreation Center	19,212
Classroom Programs	1,433
Fitness Center	4,186
Tennis Center	1,490
Facility Rentals	60
Active Members	2,417

2. **Program Highlight:** Amy Oden, Recreation Manager, reported that the December Program Highlight features the Spin Class. She reported that Angela Pond, Certified Personal Trainer, offers this very popular class, along with Lauri Krumm, Certified Group Instructor. In addition to the traditional Spin Class, a Spin Class Boot Camp, involving weights, is offered; both classes are always at capacity.

B. Special Events:

1. **2019 Chisholm Fish Stocking Program:** The dates for the upcoming fish stocking at the Chisholm Park Pond were displayed.
2. **Heritage Village Presents:** Kyle Gordon reported that due to inclement weather the Movie in the Park was moved inside the Library. The event was held on November 2nd and featured Disney's Coco.
3. **Walktober Recap:** Chris Watson reported that as part of the Healthy Hurst program, the Hurst Recreation Center celebrated National Walking Month with the Annual Walktober Program throughout the month of October. He noted that 125 participants took part and walked over 5,500 miles collectively.
4. **Hurst United Soccer Association Event:** Chris Watson reported that the Hurst United Soccer Association's "Turkey Shoot" was held on November 16th, 17th, and 18th at the Hurst Athletic Complex and Hurst Community Park. This annual fundraiser takes place at 23 area fields, in five local cities: Hurst, North Richland Hills, Euless, Bedford, and Keller.
5. **Christmas Tree Lighting and Santa's Workshop Recap:** Amy Oden presented a recap of the 33rd Annual Christmas Tree Lighting and Santa's Workshop. The event was held on November 27th at the Hurst Conference Center. She presented positive Social Media feedback from the event.

6. **Santa's Mailbox Preview:** The Annual Santa's Mailbox program will be held December 1st – 15th; children can drop off their letters to Santa at the mailboxes located at the Recreation Center, Library, and City Hall.

C. Works in Progress:

1. **TXDOT Green Ribbon Grant Phase 2:** The project is complete. The contractor is responsible for plant maintenance until mid-2019.
2. **TXDOT Green Ribbon Grant Phase 3:** The project will start as soon as all the necessary contract documents have been signed by the contractor and the City.
3. **TXDOT Green Ribbon Grant Phase 3a:** The medians at the SH 10 and Hwy 820 intersection are being drastically modified with the upcoming highway construction. The City has paid for a consultant to design the landscape for the medians and the construction will be funded out of the highway project.
4. **TXDOT Green Ribbon Grant Phase 4:** The design consultant expects the 95% plans complete by the end of January 2019. The construction on these medians will begin fall of 2019.
5. **Pipeline Road Phase 2 Improvements:** The construction project should be complete by late 2018. The landscaping part of the project will be installed early 2019.
6. **Recreation Center Repurposing Study:** Conceptual plan options will be developed in order to evaluate potential modifications that address functionality, response to program needs, and improved service.
7. **City Holiday Decorations:** Parks Division has completed the installation of exterior holiday decorations throughout the City.
8. **Recreation Center Maintenance:** Facility Services has installed drip pans below three roof top air conditioning units to prevent any leaks onto the gym floor.
9. **Tennis Center Renovations:** Council recently approved a design package that includes remodeling the interior of the building and the design and engineering of an additional storage space added to the existing building.

D. Staff Activities:

1. **December Calendar:** Chris Watson reviewed the calendar of events for the month of December.

V. Report of the Committee:**A. John Butler Memorial Senior Citizen's Banquet**

1. **Senior Banquet Door Prize List:** The Door Prize List was reviewed by the Board. The Donation Prize Committee meeting is scheduled for Monday, December 3rd, at 2:00 p.m.
2. **2018 Ticket Information:** Tickets for the Banquet will continue to be available until December 7th. Currently, 735 tickets have been given to Hurst Senior Citizens.
3. **Event Theme:** The theme for this year's event will be a Texas Christmas. Allan Heindel presented the agenda for the Banquet.

VI. Communications: None to discuss at this time.

VII. Unfinished Business: None to discuss at this time.

VIII. New Business:

- A. Smith-Barfield Playground:** Kristie Weaver presented an overview of the Smith-Barfield Playground replacement. She reviewed the new features at the park such as the new Tri-runner and the baseball theme for the equipment.

Pat King made a motion to recommend approval of the Smith-Barfield Playground Replacement Project as presented, Ralph Hurd seconded the motion.

AYES: Hurd, King, Robertson, Martin, Spencer, Waldron, Walker

NOES: None

- B. Memorial Bench Policy:** Kristie Weaver presented the Memorial Bench Policy. She noted that the policy is modeled after the established Memorial Tree Program. The benches would be sourced through approved vendors and the donor would contribute the cost of the bench. The City would install a small plaque on the bench.

Gary Waldron made a motion to recommend approval of the Memorial Bench Policy as presented, Jessica Martin seconded the motion.

AYES: Hurd, King, Robertson, Martin, Spencer, Waldron, Walker

NOES: None

- C. Chisholm Softball Field Renovation:** Brian Norton, Parks Operations Manager, presented the proposed Chisholm Softball Field Renovations. He reported that the renovations would be made to fields 1 and 2 to prevent

wash out of infield materials after a rain. The project would also include extending the dugout cover on the dugouts and the installation of sod around the infields.

Ralph Hurd made a motion to recommend approval of the Chisholm Softball Field Renovations as presented, Jessica Martin seconded the motion.

AYES: Hurd, King, Robertson, Martin, Spencer, Waldron, Walker

NOES: None

IX. Informational Items:

- A. Parker Cemetery Update:** Kyle Gordon presented an update on the Parker Cemetery Project. He reviewed a timeline of the concept plan and the conflict regarding existing trees and the fence line. He distributed information regarding the Post Oak Cemetery and presented information regarding the archway wording at the entrance of the cemetery. He noted that the Historical Committee has proposed and accepted changing the name of the cemetery and the name on the archway facing Cardinal Drive from Parker Cemetery to Post Oak-Parker Cemetery. Jessica Martin inquired as to the possibility of adjusting the name to Parker-Post Oak Cemetery. Mr. Gordon noted that the name corresponds with the way the cemetery is laid out and corresponds chronologically to the age of the two cemeteries. After discussion, the Board recommended asking the Historical Landmark Preservation Committee to adjust the wording to Parker-Post Oak Cemetery.

Ralph Hurd made a motion to recommend changing the name of Parker Cemetery to Parker-Post Oak Cemetery. Jessica Martin seconded the motion.

AYES: Hurd, King, Robertson, Martin, Spencer, Walker

NOES: None

ABSTAINED: Waldron

- B. RecTrac Software Upgrade:** Chris Watson presented an overview of the RecTrac Software Upgrade. He noted that the new upgrade includes RecTrac and WebTrac, which is used for the web based registration of classes. The software is used for classroom registration, facility rentals, class instructor pay, financial and participation reports. RecTrac and WebTrac are utilized at the Recreation Center, Tennis Center, Library, Parks, and the Senior Center.
- C. Christmas Tree Recycling:** Allan Heindel presented the changes to the annual Christmas Tree Recycling Program. He noted that this year the program will be a curbside service on Saturday, January 5th. Trees left out after the fifth will go to the local landfill.

- D. HEB ISD Sports Hall of Fame Banquet:** The HEB ISD Sports Hall of Fame Banquet is scheduled for Saturday, February 16th at the Hurst Conference Center.
- E. Holiday Closing:** The Holiday Closings were presented: The Recreation Administration office will close at noon on December 21st; the Administration Office, Recreation and Tennis Centers will be closed on, December 24th - 25th for the Christmas holidays. The Recreation Center and Tennis Center will close at 6:00 p.m. on December 31st and the Administration Office, Recreation Center, and Tennis Center will be closed on January 1st for the New Year's holiday.
- F. December Board Meeting:** Allan Heindel asked the Board to consider canceling the regular meeting in December due to the upcoming holiday schedule. He suggested considering the annual Senior Citizens Banquet to serve as the Board's meeting for the month of December.

Ralph Hurd made a motion to hold the Senior Citizens Banquet as the December meeting, and to cancel the December 20th regular meeting. Gary Waldron seconded the motion.

AYES: Hurd, King, Robertson, Martin, Spencer, Waldron, Walker

NOES: None

- X. Board Member and Citizen Comments:** Rod Robertson complimented how well the parks are kept. He also complimented the Tree Lighting and Santa's Workshop event. Jessica Martin thanked the staff for their work on the Tree Lighting and Santa's Workshop event. She also suggested an increase in Social Media concerning events and programs that the City offers. She suggested the possibility of bringing events that include alcohol, such as Oktoberfest, to the special events offered by the City. Will Blackburn complimented the recent Duck, Duck, Goose event at Chisholm Park pond.

- A. First Responder's Memorial:** In response to an inquiry by the Board, Allan Heindel presented the location and design of the First Responder's Memorial. He noted that the City is awaiting funding for the memorial and will bring the information to the Board as soon as it is available. Ralph Hurd suggested locating the memorial in the round-about at the entrance to City Hall. Allan noted that he would pass the suggestion to staff.
- B. Landscape Concerns:** In response to an inquiry by the Board, Kristie Weaver reported that the Parks Department is in the process of removing the tree at Mayfair Park that was a point of concern at the October meeting. She noted that the bushes near the marquee at Chisholm Park have been trimmed.

Allan Heindel brought the cell tower at the Hurst Athletic Complex to the Board's attention. He noted that Crown Castle, lease holder of the cell tower site, has

requested an expansion of the site. He reviewed the expansion and the cost of the lease that will be paid to the City. He noted that this information will be presented to City Council in the near future.

XI. Adjournment: Ralph Hurd made a motion to adjourn the meeting, Gary Waldron seconded the motion.

AYES: Hurd, King, Robertson, Martin, Spencer, Waldron, Walker

NOES: None

Bob Walker adjourned the meeting at 7:32 p.m.

APPROVED this the _____ day of _____, 20__

APPROVED:

ATTEST:

CHAIRMAN

RECORDING SECRETARY